



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

---

the Handbook

# **Chapter 10**

## **Election Day Prep**

June 2019

<b>10. ELECTION DAY PREP .....</b>	<b>3</b>
10.1 CHAPTER OVERVIEW .....	3
10.2 ANNUAL ELECTION DAY PREP .....	4
10.2.1 SCHEDULE ACCESS TO POLLING PLACES .....	4
10.2.2 OFFICER OF ELECTION TRAINING SCHEDULE AND FACILITY RESERVATIONS .....	4
10.3 90 DAYS TO ELECTION DAY .....	5
10.3.1 NOTIFY OFFICERS OF ELECTIONS AND SCHEDULE TRAINING SESSIONS .....	5
10.3.2 NOTIFY ELECTION SUPPORT FACILITIES OF ELECTION SCHEDULE .....	5
10.4 60 DAYS TO ELECTION DAY .....	5
10.5 45 DAYS TO ELECTION DAY .....	7
10.6 30 DAYS TO ELECTION DAY .....	7
10.7 20 DAYS TO ELECTION DAY .....	11
10.8 15 DAYS TO ELECTION DAY .....	11
10.9 10 DAYS TO ELECTION DAY .....	11
10.10 3 DAYS TO ELECTION DAY.....	11
10.11 2 DAYS TO ELECTION DAY.....	11
10.12 MONDAY BEFORE ELECTION DAY.....	12
10.13 TUESDAY ELECTION DAY.....	12
10.14 WEDNESDAY (ELECTION DAY + 1).....	12
10.15 THURSDAY (ELECTION DAY +2).....	13
10.16 FRIDAY (ELECTION DAY +3) .....	13
10.17 ELECTION DAY + 30 .....	13
10.18 DEADLINE FOR CHALLENGING ELECTION PASSED/NO PENDING ACTION.....	13



## 10. Election Day Prep

<p><b>REQUIRED FORMS</b></p> <p><a href="#">Officer of Election Training Standards published by the State Board of Elections</a></p> <p><a href="#">ELECT-15512-Management-Voter-Complaint-Form (9-17).docx</a></p> <p><a href="#">ELECT-643B(2) Full Legal Name Sign (8-17).pdf</a></p> <p><a href="#">ELECT-643B(3) Full Legal Name Sign 2 (8-17).pdf</a></p> <p><a href="#">HAVA-2 Voting Information Poster for 2017-08-29 Special (7-5-17).docx</a></p> <p><a href="#">HAVA-2 Voting Information Poster for 2017-11-07 General and Specials (7-5-17).docx</a></p> <p><a href="#">HAVA-4 Voter Rights.pdf</a></p> <p><a href="#">Emergency Polling Place Relocation Approval Request Form (SBE-310) County or City.docx</a></p>	<p><b>ADDITIONAL RESOURCES</b></p> <p><a href="#">Statement of Results (SOR) Write-ins Certification.</a></p> <p><a href="#">ELECT-612.1P Notice of Withdrawal Poster Template (7-17).docx</a></p> <p><a href="#">ELECT-604 Prohibited Area and Activities poster Rev 10-17.pdf</a></p> <p><a href="#">ELECT-613 Explanation of Political Party Abbreviations Sign and Instructions Rev 7/18.doc</a></p> <p><a href="#">ELECT-643B Attention All Voters Acceptable ID Poster (8-17).pdf</a></p>
<p><b>REFERENCE</b></p> <p><a href="#">Forms Warehouse</a></p> <p><a href="#">Virginia Department of Elections Website</a></p>	<p><b>REGULATIONS</b></p> <p><a href="#">1 VAC 20-20-80 Complaints.</a></p> <p><a href="#">1 VAC 20-60-30 Electronic Devices in Polling Places.</a></p>

### 10.1 CHAPTER OVERVIEW

This chapter provides a series of election day checklists. §10.2 suggests steps that should be taken annually when considering upcoming deadlines for known elections, including scheduling access to polling places and annual officer of election training. §§10.3-10.12 outline pertinent deadlines and provide suggestions for preparing for each election gradually, over the course of three months. §§10.13-10.18 cover election day and a high level overview of the subsequent election related tasks the general registrar and local electoral board must ensure are complete.

We recommend that general registrars prepare an election checklist suited to each locality using the information contained in this chapter. This may require an adjustment to the timeline and additional details based on the type of election, equipment used to record ballots, and the type of pollbooks used to qualify voters at the polls. Be sure to read the chapters on Canvass (Chapter 14) and Provisional Ballots (Chapter 13), which contain essential post-election processes that should be considered when preparing for an election.

In the Commonwealth, we conduct statewide elections every November, have the possibility of a primary election each June, can have regularly scheduled elections in May, and special election scheduled nearly any time of year. As such, planning for the known elections can allow you more time to address unexpected elections.



## 10.2 ANNUAL ELECTION DAY PREP

### 10.2.1 Schedule Access to Polling Places

- ❑ Ask well in advance of the election that an election representative be added to the school district's "calendar committee" to have direct input into the school schedule.
- ❑ Notify polling place facility managers of all possible dates for all scheduled elections based on the 5-year Schedule of General Elections which is available on the Department of Election's website.
- ❑ Notify polling place facility managers when it is known that a primary election definitely will or will not be held.
- ❑ Notify polling place facility managers of upcoming special elections as soon as the date is known.
- ❑ Schedule meeting facilities for the canvasses that year: "Written directions to the location of any room other than the clerk's or general registrar's office where the board will meet [must] be posted" before the canvass begins.<sup>1</sup>



**You cannot change a polling place or precinct within 60 days before a GENERAL election. At this point in the pre-election timeline, please make sure all polling places are accessible, usable and ready for an election. If an emergency occurs, you may ask the Department of Elections to approve the emergency and an alternative polling place. Use form SBE-310, and submit to [policy@elections.virginia.gov](mailto:policy@elections.virginia.gov).**

### 10.2.2 Officer of Election Training Schedule and Facility Reservations

You must establish a training schedule compliant with the State Board of Elections training standards.<sup>2</sup> Each officer of election must complete training using training materials developed by the State Board of Elections. Alternatively, officers of election may complete the training course offered on the Department of Elections website.<sup>3</sup> **Officers of election must complete this training before serving in their first election.**<sup>4</sup> This requirement applies to **each term** for which the officer of election is appointed.<sup>5</sup> Make reservations for training facilities in advance to ensure their availability.

Please remember that election laws change annually and the Code of Virginia requires that each officer of election shall receive additional training or instruction whenever a change to election procedures is made to the Code or to regulations that alters the duties or conduct of the officers of election.<sup>6</sup>

<sup>1</sup> See the Code of Virginia §24.2-671.

<sup>2</sup> See the Code of Virginia §§24.2-103, 115.

<sup>3</sup> See the Code of Virginia §24.2-103.

<sup>4</sup> See the Code of Virginia §24.2-115.2(A).

<sup>5</sup> *Id.*

<sup>6</sup> See the Code of Virginia §24.2-115.2(B).



## 10.3 90 DAYS TO ELECTION DAY

### 10.3.1 Notify Officers of Elections and Schedule Training Sessions

Provide sufficient notice to officers of election to allow scheduling of required training. Training for officers of election must utilize the materials developed by the SBE or be the online training course on the Department of Elections website.<sup>7</sup>

You can find the State Board of Elections' Training Standards online (see the "Required Forms" box at the beginning of the chapter for a link.)

### 10.3.2 Notify Election Support Facilities of Election Schedule

- ☐ Notify security departments, warehouse supervisors, school superintendents, principals, custodians and other building managers of increased activity at locations where election preparations are performed.
- ☐ Establish election support procedures with police/sheriff/emergency departments.
- ☐ Verify canvass meeting space availability.

## 10.4 60 DAYS TO ELECTION DAY

- ☐ Prepare a folder specific to the upcoming election. This folder will be used to deposit forms and other information particular to that election. If you are using a paper folder, print out a copy of your checklist and attach it to the inside of your election folder.
- ☐ Review current versions of all election day forms, signs, envelopes, and materials.
- ☐ Order sufficient quantities of the above materials in accordance with Department of Elections instructions.
- ☐ Reproduce all election day instructions and forms in sufficient quantities.
- ☐ Upon receipt, post a copy of the Department of Elections notice calling for election on the official website of the county or city, at not less than 10 public places in the county or city, or have the notice published at least once in a newspaper of general circulation in the county or city.<sup>8</sup>
- ☐ Design (or coordinate with the vendor to design) the ballots as soon as the offices, candidates, and issues have been determined.
- ☐ Submit (or coordinate with vendor to submit) ballot proofs to the Department of Elections for approval.<sup>9</sup>
- ☐ Conduct logic and accuracy testing of voting systems prior to finalizing your print order of ballots.<sup>10</sup>
- ☐ Prepare ballots for voting (or submit a request to the printer) so that they are available for voting forty-five (45) days before any election.<sup>11</sup>
- ☐ Prepare sample ballots (be sure to review §24.2-622).<sup>12</sup>
- ☐ Distribute sample ballots.
- ☐ Set a date to conduct the final logic and accuracy test required for voting machines.
- ☐ Provide notice of voting machine testing "(i) to the chairman of the local committee of each political party, or (ii) in a primary election, to the chairman of the local committee of the [...] party

<sup>7</sup> See the Code of Virginia §24.2-115.2(A).

<sup>8</sup> See the Code of Virginia §24.2-517.

<sup>9</sup> See the Code of Virginia §24.2-612.

<sup>10</sup> See the Code of Virginia §§24.2-632, 633.

<sup>11</sup> See the Code of Virginia §24.2-612.

<sup>12</sup> See the Code of Virginia §24.2-622 for details on preparing sample ballots.



holding the primary, or (iii) in a city or town council election in which no candidate is a party nominee [...], to the candidates.”<sup>13</sup>

- ❑ Prepare, test, and seal the counting equipment for the election.<sup>14</sup>
- ❑ Publish notice of absentee voting days and hours.
- ❑ Complete form ELECT-618(2) “Certificate of Number of Ballots Received from Printer” and file with the minutes of the Board.<sup>15</sup>
- ❑ Conduct a refresher meeting with staff covering procedures for the upcoming election.<sup>16</sup>
- ❑ Submit work orders for distribution and return of polling place equipment and materials.
- ❑ Establish pre-election day staffing for the following duties:
  - Final polling place material preparations and distribution plans;
  - Electronic pollbook data management and testing;
  - Sunday or Monday pollbook/supply pickup;
  - Polling place equipment distribution;
  - Saturday absentee voting support;<sup>17</sup>
    - ❑ 2 Saturdays for general elections not held in May
    - ❑ 1 Saturday for primary, special, or May general election.<sup>18</sup>
- ❑ Establish election day staffing for the following duties:
  - Polling place opening and reporting support;
    - ❑ Machine techs
  - Polling place operating support;
    - ❑ Machine techs
    - ❑ Electronic pollbook techs
    - ❑ Reliefs
    - ❑ Rovers
  - Results reporting;
  - Polling place closing support.
- ❑ Establish after-election day staffing for the following duties:
  - Material transfer between clerk of circuit court and canvass site;
  - Clerical and communication support for canvass;
  - Canvass procedures and documentation;
  - Polling place equipment/supply pickup;
- ❑ Start charging electronic pollbooks and voting machines. Note that some voting machine companies recommend that their machines have a constant trickle charge.
- ❑ Ensure that you have a sufficient supply of “I Voted” stickers. If you do not, order enough for the upcoming election.
- ❑ Determine staffing needs for both online and paper voter registration application and online and paper absentee application processing.
- ❑ Establish a procedure for managing the increased flow of electronic and paper applications.

<sup>13</sup> See the Code of Virginia §24.2-633.

<sup>14</sup> See the Code of Virginia §24.2-634.

<sup>15</sup> See the Code of Virginia §24.2-618.

<sup>16</sup> See the Code of Virginia §24.2-618.

<sup>17</sup> See the Code of Virginia §24.2-701.

<sup>18</sup> *Id.*



## 10.5 45 DAYS TO ELECTION DAY

- ❑ **Begin absentee voting for all elections.<sup>19</sup> Please see Chapter 7 Absentee Voting for more information.**
- ❑ If the electoral board has approved and documented the following steps for pre-processing of Absentee Ballots prior to election day and after close of books<sup>20</sup>:
  - “Examine the ballot envelope” (Envelope B) and verify the completion of the Statement of Voter. If the statement cannot be verified under the policies for substantial compliance, it must be notated for the officers of election to reject on election day.<sup>21</sup>
  - For a CAP, mark that the voter has voted in the pollbook.<sup>22</sup> This may only be done if the Statement of Voter has been verified in Step 1. If using electronic pollbooks (EPB), refer to your EPB procedures.
  - Open the ballot envelope (Envelope B) and insert the voted ballot into the optical scan counter. This may only be done if Steps 1 and 2 have been completed. **If this step is undertaken, two officers of election (one from each political party) must be present.**<sup>23</sup>
    - NOTE: Under no circumstances may any vote totals be initiated on the tabulator for the election until after the polls close on election day. In addition, no person present while ballots are inserted into the tabulator may disclose any information concerning the voted ballots.<sup>24</sup>
- ❑ Complete the survey certifying absentee voting readiness upon request by the Department of Elections.

## 10.6 30 DAYS TO ELECTION DAY

- ❑ Complete voter registrations for close of books.<sup>25</sup>
- ❑ Paper pollbooks (if used):
  - Verify complete
  - Notify the Department of Elections
  - Set up splits
  - Hand correct for adds, deletes, changes, corrections
- ❑ Verify polling place communications.
- ❑ Set aside voided copy of ballot(s) for the Department of Elections, and mail them prior to election day.<sup>26</sup>
- ❑ Print a temporary identification document for any voter requesting the Virginia Photo Identification Card.
- ❑ Update election day emergency numbers.

<sup>19</sup> See the Code of Virginia §24.2-612.

<sup>20</sup> See the Code of Virginia §24.2-709.1.

<sup>21</sup> See the Code of Virginia §24.2-709.1; see also Chapter 7 Absentee Voting.

<sup>22</sup> See the Code of Virginia §24.2-709.1.

<sup>23</sup> *Id.*

<sup>24</sup> *Id.*

<sup>25</sup> See the Code of Virginia §24.2-416; see also ELECT Policy 2009-005. See Chapter 6 Voter Registration for more information.

<sup>26</sup> The general registrar shall send to the Department of Elections a statement of the number of ballots ordered to be printed, proofs of each printed ballot for verification, and copies of each final ballot. See the Code of Virginia §24.2-612.



- ❑ Prepare polling place materials.
- ❑ Code of Virginia
- ❑ Forms
  - ❑ Paper pollbooks (if used)
  - ❑ Pollbook count forms (if paper pollbooks used)<sup>27</sup>
  - ❑ Electronic pollbook summary screen sheet (if electronic pollbooks used)
  - ❑ Statement of Results #1, Statement of Results #2<sup>28</sup>
  - ❑ Printed Return Sheet<sup>29</sup>
  - ❑ Write-In Certification for each set of the Statement of Results<sup>30</sup>
  - ❑ Officer of Election Oaths<sup>31</sup>
  - ❑ Officer of Election Suggestion
  - ❑ Officer of Election Interest
  - ❑ Grievance<sup>32</sup>



#### Regulation Note

**1VAC20-20-80: Complaints.** Anyone may make an informal complaint either by telephone or electronically (20-20-80(A)). It is the locality's responsibility to respond to these complaints, but the locality may request assistance from the Board as needed (20-20-80(A)). The Board must provide the forms from the Help America Vote Act of 2002 to allow people to make formal requests (20-20-80(B)). These formal complaints require review and a response from the Commissioner or Deputy Commissioner, who may contact the locality to gather more information (20-20-80(B)). If the submitted complaint does not meet the requirements of a formal complaint, it may be responded to informally by the appropriate staff (20-20-80(B)).

- ❑ Affirmation of Eligibility<sup>33</sup>
- ❑ Machine tracking sheets
- ❑ Ballot Record Report<sup>34</sup>
- ❑ Voter Name Mistake Report
- ❑ Voter Registration Application<sup>35</sup>
- ❑ Provisional Ballot Envelope<sup>36</sup>
- ❑ Provisional Ballot Envelope – ID ONLY<sup>37</sup>
- ❑ Provisional Ballot Log<sup>38</sup>

<sup>27</sup> See [ELECT-643 PBC](#).

<sup>28</sup> See [Statement of Results - DRE Voting Systems + Optical Scan EPB](#).

<sup>29</sup> See [ELECT-658](#).

<sup>30</sup> See [Statement of Results \(SOR\) Write-ins Certification](#).

<sup>31</sup> See [ELECT-120, Oath or Affirmation for Officers of Election SBE-120.docx](#).

<sup>32</sup> See Voter Complaint Form [ELECT-11512](#); see also the Virginia Administrative Code [1VAC20-20-80](#).

<sup>33</sup> See [Affirmation of Eligibility](#).

<sup>34</sup> See [Ballot Record Report, Federal or Optical Scan](#).

<sup>35</sup> See [Voter Registration Application](#).

<sup>36</sup> See [ELECT-653](#).

<sup>37</sup> See [ELECT-653ID](#).

<sup>38</sup> See [ELECT-653 LOG](#).





- Provisional Voter Notice<sup>39</sup>
- Provisional Voter Notice – Identification<sup>40</sup>
- Voter Registration Cancellation Request
- Notification of Death<sup>41</sup>
- Request for Assistance<sup>42</sup>
- Incident Report<sup>43</sup>
- Overvote Notice
- Payroll
- Receipt for absentee ballot delivery
- Sample ballots
- Results-tracking Call-in Sheets
- Envelopes and Labels:<sup>44</sup>
  - Envelope 1A – Provisional Ballots<sup>45</sup>
  - Envelope 1B – after hours provisional, used only if instructed
  - Label 2 – Oaths, Pollbooks, SORs, etc.<sup>46</sup>
  - Envelope 2A – yellow printed return sheet<sup>47</sup>
  - SBE Envelopes/Box Labels 3 & 5<sup>48</sup>
  - Envelope 4 – spoiled and void ballots
  - Envelope 6 – unused ballots<sup>49</sup>
  - Envelope 7 – voting equipment keys, memory cards/cartridges, machine seals
  - Envelope 8 – completed paperwork<sup>50</sup>
  - Envelope 10 – Officer of Election Buttons/Name Badges
  - Envelope 11 – 4<sup>th</sup> set of optical scanner result tapes for HAND delivery to GR office (if used)
  - Envelope 12 – duplicate and name mistakes list, notification of death of registered voter (optional)
  - Envelope 14 – DRE supervisor cards, access cards and card encoders signature labels for sealing envelopes (optional)
- Inside Signs:
  - Attention All Voters/Acceptable ID<sup>51</sup>
  - Upon Request - Legal Name/Current Residence Address <sup>52</sup>
  - No Smoking<sup>53</sup>

<sup>39</sup> See [ELECT-653N Provisional Voter Notice](#).

<sup>40</sup> See [ELECT-643Pr Provisional Voter Notice - Identification](#).

<sup>41</sup> See [ELECT-427](#).

<sup>42</sup> See [Request for Assistance](#).

<sup>43</sup> See [Incident Report](#).

<sup>44</sup> See [Checklist Certification of Materials Used in Elections, ELECT-659-668](#).

<sup>45</sup> See [Officer certification to reuse empty provisional votes envelope 1A](#).

<sup>46</sup> See [Label 2](#).

<sup>47</sup> See [Envelope 2A](#).

<sup>48</sup> See [ELECT Envelopes 3 5 Combined](#).

<sup>49</sup> See [Officer certification for Unused Envelopes](#).

<sup>50</sup> See [Label Envelope 8](#).

<sup>51</sup> See Attention All Voters (Acceptable ID) ([ELECT 643A](#)).

<sup>52</sup> See [Full Legal Name](#).

<sup>53</sup> See [No Smoking Sign](#).



- How to Vote (based on equipment used)
- Sample ballot
- Prohibited Area and Activities<sup>54</sup>
- Explanation of Political Party Abbreviations<sup>55</sup>
- Voter Rights and Responsibilities<sup>56</sup>
- Notice-Election Date and Hours<sup>57</sup>
- Voter ID Requirements (HAVA-3)



#### Regulation Note

**1VAC20-60-30: Electronic Devices in Polling Places.** Regulation 20-60-30(A) states that individuals may use and bring electronic devices inside the polling place; party candidates and representatives, however, are prohibited from taking photos or videos within the polling place. Officers of election are authorized to monitor and restrict use of electronic devices inside the polling place if an individual's use hinders or delays the voting process, or if this device is being used to influence, intimidate, or solicit another individual's vote (20-60-30(B)). Those found violating 20-60-30 may be asked to stop using their electronic device, to use their electronic device outside the polling place only, or to leave the polling place entirely (20-60-30(B)). However, a voter may not be removed from the polling place for use of an electronic device until after their ballot is cast (20-60-30(C)). Any determination an officer of election makes as to the use of electronic devices in polling places is subject to immediate appeal to the local electoral board (20-60-30(D)). **Electoral boards are also forbidden from enacting any policy that categorically denies use of electronic devices in polling places (20-60-30(E)).**

- Outside Signs:
  - Vote Here
  - Handicapped Access
  - Handicapped Parking
  - Voter Parking
  - Polling Place
  - Polling Place with Arrow
  - No Campaigning Beyond This Point
  - Precinct Name
- Support Materials: sealed voting machine key envelopes,<sup>58</sup> packing tape, masking tape, painter's tape, calculators, pens, pencils, ballot marking pens, paper clips, note paper, stapler and staples, rulers, scissors, tape measure, precinct maps, voter permits/access cards, numbered envelopes, labels, lanterns, umbrellas, uninterruptable power supplies, flashlights, sidewalk chalk, 40-foot marker lines, extension cords, surge protectors, band-

<sup>54</sup> See [Prohibited Areas and Activities](#).

<sup>55</sup> See Explanation of Political Party Abbreviations ([ELECT-613](#)).

<sup>56</sup> See [Voter Rights and Responsibilities](#) (HAVA-4).

<sup>57</sup> See [HAVA 2](#) Date Hours.

<sup>58</sup> See the Code of Virginia §24.2-639.



aids, first aid kits, clip boards, magnifying sheets, pencil sharpeners, permanent markers, scotch tape and dispenser, rubber bands, rulers, wire cutters, hand sanitizer, “I Voted” stickers, banker’s boxes.

- ❑ Prepare Election Day Guide for non-CAP precincts, Election Day Guide for CAP, and What Ifs for use in the election.<sup>59</sup>
- ❑ Prepare items that will be needed for the canvass:
  - Checklist of items to be retained by the registrar.
  - Provisional vote log to be used by the electoral board if provisional votes are counted.
  - Tally sheet for the electoral board to tally provisional votes that are counted.

## 10.7 20 DAYS TO ELECTION DAY

- ❑ Send reminder notices to officers of election about instruction meeting.
- ❑ Send notices to party chairs about programming of voting machines, if not done earlier.<sup>60</sup>
- ❑ Send notice to warehouse custodians regarding the programming/transport of machines.<sup>61</sup>
- ❑ Power up electronic pollbooks to verify that they are functioning properly.
  - Charge the batteries.
  - Download initial pollbook data file(s) and DMV data file. Verify that the data is complete and accurate.
  - Build initial electronic pollbook election file. Verify accuracy.
- ❑ Prepare and publish public notice of final registration day at least 10 days before the close of books. This notice must include “the date, hours, and locations for registration.”<sup>62</sup>

## 10.8 15 DAYS TO ELECTION DAY

- ❑ Prepare paper and/or results tally sheets.
- ❑ Provide copies of tally sheets to personnel assisting with reporting results.

## 10.9 10 DAYS TO ELECTION DAY

- ❑ Package and seal ballots for polling places.<sup>63</sup>
- ❑ Prepare receipts for delivery of ballots, final absentee ballots list, and other election materials.
- ❑ Post notice of the canvass.<sup>64</sup>

## 10.10 3 DAYS TO ELECTION DAY

- ❑ Final checks of paper pollbooks, supplies.
- ❑ Alphabetize or sort election oath forms in order of chief pickup schedule.
- ❑ Final in-person absentee ballot voting.

## 10.11 2 DAYS TO ELECTION DAY

- ❑ Download and print Final AB List.<sup>65</sup>
- ❑ Electoral board signs Final AB List.<sup>66</sup>

<sup>59</sup> Click [here](#) to find these forms.

<sup>60</sup> See the Code of Virginia §24.2-633.

<sup>61</sup> See the Code of Virginia §24.2-632.

<sup>62</sup> See the Code of Virginia §§24.2-414, 415, 416.

<sup>63</sup> See the Code of Virginia §24.2-620.

<sup>64</sup> See the Code of Virginia §24.2-671.

<sup>65</sup> See the Code of Virginia §24.2-710.

<sup>66</sup> *Id.*



- ❑ Prepare AB ballots to deliver to precinct or to CAP if CAP established.<sup>67</sup>
- ❑ Download final pollbook data for electronic pollbooks, create distribution files, and prepare EPBs for distribution.

## 10.12 MONDAY BEFORE ELECTION DAY

- ❑ Chief Pollbook/Supply pickup.
- ❑ Final emergency absentee ballot voting/update precinct lists.<sup>68</sup>
- ❑ For November general election, send certification to the Department of Elections that training of election officials has occurred.<sup>69</sup>
- ❑ If not already sent to the Department of Elections, send the completed certification of L&A testing.

## 10.13 TUESDAY ELECTION DAY

- ❑ Have a GREAT ELECTION!
- ❑ Receive and report election results from polling places after polls close.
- ❑ Enter results into VERIS only after polls close at 7:00 p.m.
- ❑ Enter election night provisional counts in VERIS.
- ❑ Receive election materials from chiefs after election.
- ❑ Deliver (or transfer) election materials to clerk of court in accordance with the letter “Procedures Concerning Election Records” provided by the Department of Elections to the clerk of court and in accordance with local procedures approved by the clerk of court. Alternatively, the electoral board may instruct the officers of election to deliver materials to the registrar’s Office.<sup>70</sup>

## 10.14 WEDNESDAY (ELECTION DAY + 1)

- ❑ To prepare for the canvass, print out the data that was entered into VERIS on election night. Use these print outs to compare to the data determined to be correct during the canvass.
- ❑ While reviewing SORs, input election turnout into VERIS to help complete the canvass.
- ❑ Receive copies of ID documents from provisional voters who lacked ID on election day.<sup>71</sup>
- ❑ Receive election materials from clerk of court.
- ❑ Check in returned election materials.
- ❑ Conduct provisional ballot meeting.<sup>72</sup>
  - If ID has not been provided by the end of meeting for any provisional ballots cast due to lack of ID, the meeting will have to be adjourned to a later date (no later than the third day after the election [Friday]. If the third day is a weekend or holiday, the deadline becomes noon of the next business day [Monday]).<sup>73</sup>
- ❑ Conduct canvass.<sup>74</sup>
- ❑ Document completion of canvass using Abstract of Votes Cast.
  - Email a copy of abstracts to the Department of Elections.
  - Mail abstracts to the Department of Elections.

<sup>67</sup> *Id.*

<sup>68</sup> See the Code of Virginia §24.2-705.

<sup>69</sup> See the Code of Virginia §24.2-115.

<sup>70</sup> See the Code of Virginia §§24.2-659 and -668.

<sup>71</sup> See the Code of Virginia §24.2-653.

<sup>72</sup> See Chapter 13 Provisional Ballots.

<sup>73</sup> See the Code of Virginia §24.2-653.

<sup>74</sup> See Chapter 14 Canvass.



- Enter VERIS provisional data for counted and rejected ballots and process letters.<sup>75</sup>
- Enter VERIS rejected absentee ballot data and process letters.<sup>76</sup>
- Verify that the data entered into VERIS on election night matches the data determined to be correct at the canvass.
  - Precinct returns
  - CAP returns
  - Provisional ballot results
  - Election turnout
    - Run the VERIS reports identified in §14.3.3.5, to ensure accuracy of data entered.
      - Election Error Results v2 – by Office
      - Votes Cast and Turnout Details
    - Resolve issues, if present.
- Mark local office winners in VERIS.
- Process new voter registration applications.
- Re-seal and deliver materials to clerk of court.
- Upload voter credit data from electronic pollbooks to VERIS.
  - Run the VERIS report identified in § 14.3.3.5.
  - Resolve issues, if present.

### 10.15 THURSDAY (ELECTION DAY +2)

- Receive copies of ID documents from provisional voters who lacked ID on election day.<sup>77</sup>

### 10.16 FRIDAY [MONDAY IN CASE OF HOLIDAY] (ELECTION DAY +3)

- Receive copies of ID documents from provisional voters who lacked ID on election day until noon.<sup>78</sup>
- Complete Provisional Ballot Meeting if persons that lacked ID were the only voters with unresolved situations.

### 10.17 ELECTION DAY + 30

- Deliver absentee ballots received after election to Clerk of Court.<sup>79</sup>

### 10.18 POST ELECTION – RECOUNT OR CONTEST PROCEDURES FINALIZED<sup>80</sup>

- Retrieve materials from Clerk of Court.
  - Oath completed by the officers of election.
  - Voting machine keys.
  - Voting machine memory cards.
  - Paper Pollbooks (if used).
  - Pollbook count sheets (if used).
  - EPB thumb drives.

<sup>75</sup> See Chapter 13 Provisional Ballots.

<sup>76</sup> See Chapter 14 Canvass.

<sup>77</sup> See the Code of Virginia §24.2-653.

<sup>78</sup> *Id.*

<sup>79</sup> See the Code of Virginia §24.2-710.

<sup>80</sup> See the Virginia Administrative Code [1VAC20-80-20](#) for information about recounts and contested elections.



- Voter Credit. Manually enter voter credit from paper pollbooks.
  - Run VERIS report identified in §14.3.3.5 (Votes Cast and Turnout Details).
  - Resolve issues, if present.

